

# Pact Membership Renewal

## Step-By-Step



### Step One:

Our membership fees are based on company turnover – and in order to be fair and transparent, we use the turnover figure in the most recent set of accounts you have filed at Companies House.

Therefore before you start the renewal process, you will need to obtain a copy of these accounts.

If you are still in your first year of trading and have not yet filed accounts – then you can go straight to **Step Two**.

If you have previously filed accounts at Companies house – please take a copy of the Income Statement for the most recent year and check the turnover figure.

If your turnover is *under* £200,000 – please go to **Step Two**.

If your turnover is between £200,000 and £500,000 – please go to **Step Three**

If your turnover is over £500,000 please go to **Step Four**.

### Step Two:

Your turnover is *under* £200,000, which means you qualify for the **Affiliate** category of membership. You can download the relevant renewal application form [here](#).

Please complete the form and go to **Step Five**.

### Step Three:

Your turnover is between £200,000 and £500,000, which means you qualify for the **Producer** category of membership at a fee of £525 for the year. You can download the relevant renewal application form [here](#).

Please complete the form and go to **Step Five**.

### Step Four:

Your turnover is over £500,000, which means you qualify for the **Producer** category of membership which starts at a fee of £1,120 for the year, and increases incrementally, depending on turnover.



Please note that for members paying a fee of £1,120 and above, it is mandatory that you are put on a membership period that runs until the 30<sup>th</sup> September. Therefore, depending on your renewal date, you may only have to pay a pro-rated fee this year.

You can download the relevant renewal application form [here](#).

Please complete the form and email this to [anish@pact.co.uk](mailto:anish@pact.co.uk) along with a copy of the income statement from the most recent set of accounts filed at companies house (in order that we can verify your turnover).

This will complete everything you need to do at this stage and Anish will then be in touch with you as soon as possible to discuss your pro-rated fee and to let you know what the next steps will be to complete your renewal.

**You do not need to complete any further steps.**

#### **Step Five:**

Email a scanned copy of your completed application form to [adam@pact.co.uk](mailto:adam@pact.co.uk), along with a copy of the income statement from your most recent set of accounts filed at companies house (if applicable) in order that we can verify your turnover.

You have the choice to either pay your membership in one lump sum via Bacs (payment details are on the form), or in monthly instalments by monthly DD.

Should you want to take up the monthly instalments offer you will need to download and complete a DD mandate and post the signed original to:

FAO Pact Ltd, Third Floor Fitzrovia House, 153-157 Cleveland Street, London, W1T 6QW

The DD mandate can be downloaded [here](#).

This will complete everything you need to do at this stage and one of our team will process your renewal as soon as possible.

**You do not need to complete any further steps.**

#### **What next?**

Whilst we will do our best to process your renewal as quickly as possible, our membership and accounts team is small and dealing with a large volume of applications. Please do not try to contact the team to enquire about your renewal unless it has been at least two working weeks since you submitted your application and you still haven't heard anything.

Thank you.